

Note: The Candidate Status review will assess the school's success in currently meeting the following requirements, as well as the school's realistic possibility of meeting these requirements in approximately 6-8 months, when an inspection for certification status would generally be scheduled.

The following summarize the requirements that offshore schools must meet to obtain British Columbia Certification Status:

**REQUIREMENTS FOR
CERTIFICATION AND MAINTAINING CERTIFICATION**

1. The Authority must have
 - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,
 - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and
 - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately preceding School year.
2. The Authority must have written approval to operate from the appropriate government office responsible for education in the country, province, or city in which the School is located and written approval in principle for the Authority to seek Certification or to maintain Certification, as the case may be. The Province may request approval documentation at any time during the term of this Agreement.
3. The Authority must appoint one individual to act as British Columbia Agent for the Authority. This individual must be approved by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.
4. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for instructional purposes.
5. The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.
6. The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.
7. The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set out in Schedule "C".

8. The Authority must provide the Certified British Columbia Program in English, except for second language courses and any non-core courses exempted by the Province, and in a manner satisfactory to the Province.
9. The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Program have completed an English Language Assessment, which must be approved and administered by the Principal, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.
10. The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.
11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses accredited towards a British Columbia Certificate of Graduation can be met.
12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a Certificate of Qualification issued under the *Teaching Profession Act* or an unrestricted Certificate of Qualification issued under the *Independent School Act* and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01 of this Agreement for which the Principal is responsible.
13. The Principal, all Certified Teachers and ESL teachers who are teaching Students in a Certified British Columbia Program must have the type of criminal record check as is described in the *Criminal Records Review Act*, R.S.B.C. 1996, c. 86, within the last 5 years and any other appropriate background checks required to ensure good character and fitness to be a teacher.
14. The Authority must employ only Certified Teachers to teach the British Columbia Curriculum and all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except for those courses for which the granting of credit through an equivalency review has been approved by the Province and any non-core courses exempted by the Province.
15. The Authority must ensure that only Certified Teachers plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.
16. The Authority must ensure that the terms and conditions of employment for all Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all Certified Teachers is in writing and that it includes the following information:
 - (i) hours of work,
 - (ii) the duties of the Certified Teacher,
 - (iii) the teaching assignment,
 - (iv) accommodation provided or available,
 - (v) an estimate of the cost of living in the area where the School is located;
 - (vi) length of school day,
 - (vii) length of School Year,

- (viii) salary and benefits, and
 - (ix) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.).
17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule D lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.
 18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and Certified Teacher and Principal evaluation.
 19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the *Independent School Act*, and enactments referred to in that order.
 20. The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 40/91, the Educational Standards Order enacted under the *Independent School Act*.
 21. The Authority's Certified British Columbia Program must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in the Ministerial Order 205/95, the Graduation Requirements Order enacted under the *School Act*, and for students entering Grade 10 on or after July 1, 2004, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the *School Act*.
 22. The Authority must
 - (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes content, teaching strategies, evaluation and assessment methods and link with the British Columbia Curriculum learning outcomes, and
 - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment for students in Kindergarten to grade 9 of the Certified British Columbia Program.
 23. The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the *School Act*, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program
 - (i) that demonstrates Student progress in achieving intellectual, human, social, and career development,
 - (ii) that includes the Provincial Examinations, and

- (iii) that demonstrates that all the Students are taught in accordance with this Schedule.
24. The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.
 25. The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.
 26. The Authority must have Certified Teacher and Principal evaluation policies in place and evidence of completed evaluations placed in Certified Teacher files when the Authority has operated the Certified British Columbia Program for more than one year. On-site Certified Teacher files should also include copies of Certificates of Qualification, satisfactory criminal record checks and copies of Certified Teacher contracts.
 27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, Certified Teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.
 28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.